

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET

BOX 942732

SACRAMENTO, CA 94234-7320



TO: All County Welfare Directors
All County Administrative Officers
All County MEDS Network Coordinators

August 31, 1990
Letter No. 90-83

SUBJECT: SOCIAL SECURITY NUMBER VERIFICATION CODE CHANGES

The purpose of this letter is to reiterate the policies of the Medi-Cal Eligibility Branch (MEB) regarding the removal of verification codes for Social Security Numbers (SSNs) that have been validated by the Social Security Administration (SSA). In most instances, your staff will be requesting the removal of a "J" verification code.

A complete description of the necessity for the verification of SSNs is contained in the MEDS Network Manual, Chapter 4. A complete list of the SSA validation codes, along with their descriptions, is contained in the MEDS Network Manual, Data Element Dictionary under SSN-VER.

BIRTHDATE DISCREPANCIES

Currently, county staff can make date of birth (DOB) changes for AFDC and Medi-Cal recipients with a validated SSN, if the changes are within the following ranges: 1) the day, month and century can be changed if the two digits of the year remain the same; or 2) the day, century, and year (plus or minus one year) can be changed, if the month remains the same. If your county identifies DOB discrepancies beyond this range for a validated record, you must complete and send an MC194 (SSA Referral Notice) to SSA. A copy of the completed MC194 need not be sent in with your request unless the case has unusual circumstances or your MEDS liaison requires it for verification.

SSN CHANGES

If you have a validated record that requires a change to the SSN, you should submit the following information to your State MEDS Liaison: Beneficiary's name, DOB, MEDS-ID, and the source from which the information was received. A copy of the completed MC194, including SSA comments, must be sent to your MEDS Liaison to substantiate these changes.

This information should be addressed as follows:

Department of Health Services
Medi-Cal Eligibility Branch
Systems Unit Attn: (Your MEDS liaison)
714 P Street, Room 1650
Sacramento, CA 95814

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The ONLY exception, to either of the above situations, will be if you have received an SD10 or SD20 (State worker alert) requesting these changes. Since the SD10 and SD20 transactions are generated from SSA, a MC194 does not have to be sent to the SSA district office.

MEB RESPONSIBILITIES

Upon receipt of your case information, the MEDS liaison will analyze the information to determine if the validation can be removed. If warranted, your MEDS Liaison will change the SSA validation code to "R" so an appropriate transaction can be submitted to update either the DOB or SSN. You should allow approximately 5 working days for the change in validation code, and you should verify the changes before attempting your transactions.

If you have any questions regarding this issue, please contact your State MEDS liaison.

Sincerely,

ORIGINAL SIGNED BY

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants